

## Excerpt: People Transition Tracking Tool User Guide Instructions for Submitting Substitution Request Form On-line Through the Transition Tool

### Substitution Candidates

Substitution candidates are non-affected employees who wish to take the place of an affected employee. These employees' positions have not been identified for elimination in Stage 3 of VDOT's Blueprint for the Future.

To access the Substitution Request Form online:

1. Log-on to your VDOT computer using your **User Name** and **Password**.
2. Open the Internet Explorer Browser.
3. Open the People Transitions Tracking Tool by typing [BlueprintTransitions](#) on the address line of your browser. Do not type *www.* or *http://* before typing **BlueprintTransitions**. This address is not case sensitive.
4. The tool will open up to the "Blueprint Transitions Tool Home Page."
5. This page will give you instructions for submitting a Substitute Request Form online.

[Home](#) [Search](#) [Verify Employee Information](#) [Substitute Request](#) [Placement Interest](#)

## Welcome VDOT Users!!!

Implementation of the Blueprint will mean organizational changes to many functions of VDOT. The Department is beginning a process to allow affected employees to provide their Placement Interest and to identify employees interested in being considered as a substitute for affected employees.

**All Employees:** Click on the [Verify Employee Information Tab](#) to verify your employee information.

**Affected Employees:** If you wish to submit a Placement Interest form, click on the [Placement Interest Tab](#) to provide VDOT with your placement preferences.

**Substitute Candidates:** Click on the [Substitute Request Tab](#) to request consideration as a Substitute candidate. If the system is unable to validate your identity you must complete a manual request form and submit to your Local HR Office for Input. Please contact your Local HR Office for Assistance.

Central Office	(804) 786-5011
Bristol	(276) 669-9992, ext. 292
Hampton Roads	(757) 925-7552
Culpeper	(540) 829-7532
Fredericksburg	(540) 372-3576
Lynchburg	(434) 856-8326
Richmond	(804) 524-6255
Salem	(540)387-5324
Staunton	(540) 332-7722
Northern Va.	(703) 383-2500

**This site contains confidential, sensitive material and should only be printed using the Secure Print mode if available.**

Copyright 2009 Virginia Department of Transportation. All Rights Reserved.

## Excerpt: **People Transition Tracking Tool User Guide**

### Instructions for Submitting Substitution Request Form On-line Through the Transition Tool

It is possible to access the tool from home or other locations using VPN connectivity and VPN permissions. You must have both VPN connectivity and VPN permissions to connect to VDOT servers outside of VDOT. If you have problems connecting using VPN access, contact the VDOT Help Desk for assistance. The phone number is toll-free 1-866-637-8482. The Help Desk e-mail address is [helpdesk@vdot.virginia.gov](mailto:helpdesk@vdot.virginia.gov).

There will be a small number of employees who will not be able to access the Transition Tool. If you try to access the tool and receive the error message, **“System is unable to validate your identity at this time”**, you will need to complete a paper Substitute Request Form and submit it to your local Human Resources Office to be entered into the Transition Tool. If you cannot access the Transition Tool online, you must complete a paper Substitute Request Form.

The Substitute Request Form can be obtained from the [Inside VDOT Blueprint for the Future](#) site, “News and Information” section, through the external [VDOT Blueprint People Transition](#) site, “Other Resources” section, or you can ask for a paper copy from your local Human Resources Office.


A Substitute candidate has access the following menu selections once they log-on to the system.

Home	Verify Employee Information	Substitute Request
------	-----------------------------	--------------------

- **Home** – clicking on this tab will take you back to the Transition Tool home page.
- **Verify Employee Information** – this section allows the employee to view his/her employee information.
- **Substitute Request** – this section allows an employee to express interest in being considered to substitute for another VDOT employee who has been scheduled for layoff.

### **Verify Employee Information**

Click on the **Verify Employee Information** button to bring up this section. This section allows the currently logged-in employee to **view** his/her employee Information:

- **The Employee Information- This information can only be viewed.** It cannot be changed while being viewed by the employee. This allows the employee to ensure that the information is correct.
- The **Comments** allows the employee to indicate what information is incorrect. It is also used by HR to add comments concerning the information and employee.
- Employee answers the questions and clicks on the  button. A report is generated to Local HR for resolution.
- If the form has been submitted correctly the user will see **Form has been Submitted** at the bottom of the screen.

## Excerpt: **People Transition Tracking Tool User Guide**

### Instructions for Submitting Substitution Request Form On-line Through the Transition Tool

Verify Employee Information			
<b>Employee Information</b> <a href="#">Go To Top</a> <a href="#">Go To Bottom</a>			
Below are explanations of special fields:			
<ul style="list-style-type: none"><li>• <b>State Begin Date</b> - Date when the employee began the current term of continuous classified state service (different than that used by VRS for retirement calculations)</li><li>• <b>Prior State Service</b> - Number of months of state service completed prior to the present term of continuous employment with the state.</li></ul>			
Please note that VRS information is not used in any calculations.			
Employee Last Name	Black	Employee First Name	Green
Employee Id Number	123456	Position Role Name	Policy Planning Specialist II (19132)
State Begin Date	2/10/2006	Prior State Service (Months)	0
Employee Years of Service (Current)	5	Employee Years of Service (Total)	
Employee Pay Band	5	Veteran Status	Y
Org Description	Human Resources (10017)	Work Title	Analyst Sr HR
E-Mail Address	@vdot.virginia.gov		
<b>Comment Information</b> <a href="#">Go To Top</a> <a href="#">Go To Bottom</a>			
Is the Employee Information correct?	No		
Comments	I think my YOS is incorrect		
<b>Form has been submitted</b>			
Copyright 2009 Virginia Department of Transportation. All Rights Reserved.			

## The Substitute Interest Request Form

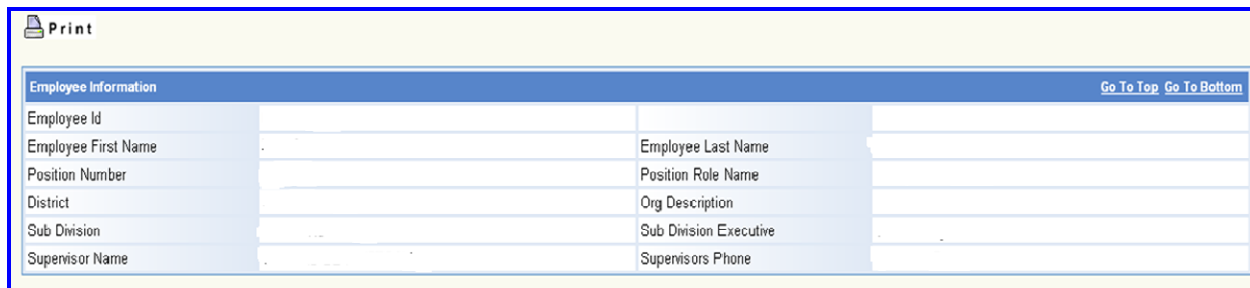
Click on the **Substitute Request** button to bring up the Substitute Request Form. The Substitute Request Form is divided into several sections.

Substitute Request			
<b>Print</b>			
<b>Employee Information</b> <a href="#">Go To Top</a> <a href="#">Go To Bottom</a>			
Employee Id		Employee Last Name	
Employee First Name		Position Role Name	
Position Number		Org Description	
District		Sub Division Executive	
Sub Division		Supervisors Phone	
Supervisor Name			
<b>Employee Interest</b> <a href="#">Go To Top</a> <a href="#">Go To Bottom</a>			
Implementation of the Blueprint will mean organizational changes to many functions of VDOT. The Department is beginning a process to identify if employees are interested in being considered as a substitution for affected employees.			
By submitting this form you are agreeing that you are requesting consideration for substitution.			
Are you interested in being considered to substitute for another VDOT employee who has been identified for layoff? (If yes, proceed to next question) (If no, stop here)			
<input type="radio"/> Yes <input type="radio"/> No			
<b>Employee Certification</b> <a href="#">Go To Top</a> <a href="#">Go To Bottom</a>			
My indication below is my understanding of the following:			
<ul style="list-style-type: none"><li>• Submission of this form is not a guarantee that I will be able to substitute for another employee who will be laid off.</li><li>• If I am selected to substitute for someone else being laid-off, my last workday will be determined by the agency. I will receive notification of that date, if I am approved to substitute.</li><li>• The Department of Human Resources Management (DHRM) policy 1.57, Severance Benefits, explains eligibility for and value of severance benefits.</li><li>• To revoke this expression of interest I must key my withdrawal into the Blueprint Transition system by the deadline published.</li><li>• I will have a very limited opportunity to withdraw my submission in the current Blueprint stage. The specific withdrawal period for this stage is documented in communication published about the substitution option. After that limited withdrawal period I may only withdraw my submission after the end of the current Blueprint stage and before the beginning of the next stage, or during subsequent stage's open submission period, to be published at a later date.</li><li>• This expression of interest will become void if my position is identified for elimination.</li><li>• Any work visa I have through VDOT could be impacted and I could lose my eligibility to remain in the United States, if my application is approved.</li><li>• Any learning partnership agreements I entered into become null and void upon my scheduled separation, if I am approved as a substitute. I may retain any funds paid to me prior to my date of separation.</li><li>• If I am laid off, my responsibilities for repayment under a tenure agreement will be waived upon my layoff date.</li><li>• I will remain responsible for repaying any debts I owe to the Commonwealth (e.g., salary overpayment, leave overpayment) even if I am laid off.</li><li>• If I leave the agency voluntarily before an affected employee is scheduled to assume my current position, any written agreements will be enforced.</li><li>• Any approval to substitute I receive will be withdrawn if the affected employee scheduled to assume my position becomes unavailable to do so, due to voluntary or involuntary separation before the reassignment is to become effective.</li></ul>			
My signature following certifies understanding of all of the provisions discussed in this section regarding substituting for another employee who has been identified for layoff.			
I understand and agree to the above <input type="checkbox"/>			
<b>Submit Form</b>			

## Excerpt: **People Transition Tracking Tool User Guide**

Instructions for Submitting Substitution Request Form On-line Through the Transition Tool

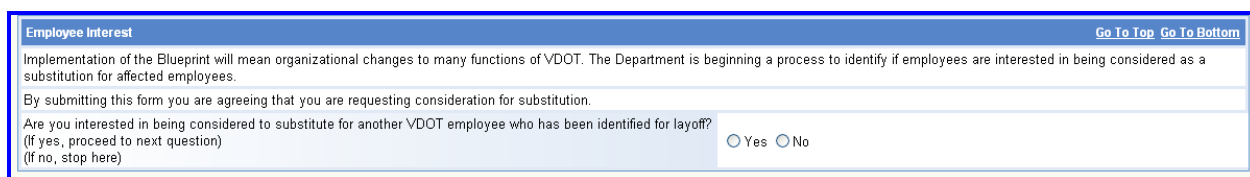
**Employee Information - This information can only be viewed.** It cannot be changed while being viewed by the employee. This information is populated from the PMIS data files.



The screenshot shows the 'Employee Information' section of the form. It has a 'Print' icon and a 'Go To Top Go To Bottom' link. The section contains a table with the following fields:

Employee Information	
Employee Id	
Employee First Name	Employee Last Name
Position Number	Position Role Name
District	Org Description
Sub Division	Sub Division Executive
Supervisor Name	Supervisors Phone

**Employee Interest** - Employee answers question “Are you interested in being considered to substitute for another VDOT employee who has been identified for layoff” and clicks on the Radio Button **Yes/No** indicating preference.



The screenshot shows the 'Employee Interest' section of the form. It has a 'Go To Top Go To Bottom' link. The section contains the following text:

Implementation of the Blueprint will mean organizational changes to many functions of VDOT. The Department is beginning a process to identify if employees are interested in being considered as a substitution for affected employees.

By submitting this form you are agreeing that you are requesting consideration for substitution.

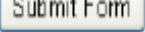
Are you interested in being considered to substitute for another VDOT employee who has been identified for layoff?  
(If yes, proceed to next question)  
(If no, stop here)

☐ Yes ☐ No

**Employee Certification** - Employee must certify to all the conditions listed on the form. All Substitute Candidates must **check** this box certifying they understand and agree to the conditions.

I understand and agree to the above



**Submitting the Substitute Request Form** - Click on the button  submit the form. If the form has been submitted corrected the user will see “**Form has been Submitted**” at the bottom of the screen.

**You will receive a confirmation email once your request has been received.**